



CURRICULUM GUIDE 2014-2015

OFFICE SUPPORT

Certificate of Accomplishment in Office Support

Requirements for Certificate of Accomplishment:

- a) Complete satisfactorily the courses listed for the particular certificate.
- b) Complete at least 50% of the required units at Ohlone College.
- c) Maintain a 2.0 grade point average.

OFFICE SUPPORT

Upon completion of the Office Support Certificate of Accomplishment students will have gained a knowledge of how a business functions and human relations in business. In addition, students will have acquired basic office support skills.

Student Learning Outcomes

1. Demonstrate proficiency in the use of Microsoft's (MS) Office Software.
2. Develop the ability to effectively communicate in a business setting.

BA-116	Business English and Communication	4
BA-125	Introduction to Business	3
CAOT-101A	Computer Applications I	2
CAOT-101B	Computer Applications II	2
LS-101	Steps to Successful Research	1
PD-150	Career Planning	<u>2</u>
		14